

INTER-DEPARTMENTAL MAILING RECEIPT

MAILED TO	DEPARTMENT	ADDRESS	PERSON
	DIVISION		
MAILED FROM	DEPARTMENT	ADDRESS	PERSON
	DIVISION		

DESCRIPTION OF ITEM:	NUMBER OF PIECES

DISTRIBUTION & INSTRUCTIONS:

White – Return to sender for delivery.
Yellow – File copy for delivery agent.
Blue – Receiving agent.
Pink – Retain by sender.

NOTE: White, Yellow & Blue remain with item
till delivered. Both white and yellow
copies are returned to General
Services for Distribution.

CERTIFICATION OF RECEIPT & DELIVERY

Mail Messenger

Date

Delivered By

Date

Received By

Date

NOTE: The use of this form is restricted to those items which have a substantial monetary value, or a receipt is required as a matter of record.